

30 July 1970

MEMORANDUM FOR:



The attached challenge from [redacted] and Mr. Bannerman will require your best thinking and creativity.

I will aim to provide [redacted] with a paper about 17 August and will appreciate having your responses by 14 August.

[redacted] will attend the session on Monday, 3 August while I am on leave and may have some additional information if you have any questions.

Please note the specific cautions from both [redacted] and Bannerman asking that we avoid a superficial response as to problems noted or technology approach proposed.

Each of you has had years of professional experience in the Records Program and related fields. I look forward to your contributions as eagerly as does Top Management.

[redacted]
CIA Records Administration Officer

Attachment:

Memo: "The Role of Technology in Planning for the Future".

DDS/SSS/RAE [redacted] (30 July 1970)

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30 JUL 1970

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MEMORANDUM FOR:



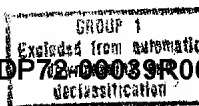
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The Deputy Director for Support has addressed a memorandum to the Directors of each of the Support offices and Chief, Support Services Staff on the Role of Technology in Planning for the Future. Copies of that memorandum are attached. The memorandum was distributed at the DDS Staff Meeting on 27 July 1970. I believe it is self-explanatory. [redacted] was present at the staff meeting and talked briefly about the subject. Most of the examples he gave were drawn from areas of direct interest to the Support Services Staff such as records management, microform systems, automation, etc. Later, at the noon meeting, Mr. Bannerman indicated that he is particularly interested in the response the Support Services Staff should be able to produce. I would expect that we should be able to produce the most imaginative and constructive paper he will get from any of the addressees.

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Most of the terminology in the memorandum, and indeed the term research and development itself, tends toward a hardware orientation. It would be wrong for us to respond within that narrow interpretation. Research is studious inquiry and development is doing something about it. We should be able to identify many areas of concern to the Agency at large and to the Support Directorate in particular which are deserving of studious inquiry and constructive action. We should not simply list problems, but should describe them clearly, carefully, and deeply enough to make them identifiable as problems. Methods for approaching solutions should also be suggested with an indication of whether or not it can be done with Agency resources or contract assistance should be sought. The SIPS project itself, for example, is a research and development program. The problem of a personnel or career management system for information processing people in the Support Directorate is a problem which would fit within my interpretation of research and development programs. We have chosen to have [redacted] look at that one.

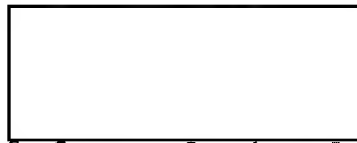
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I have arranged for [] to come to my office at 2:00 Monday, 3 August 1970 to talk about this subject as he sees it. I would like each of you and a couple of your chosen people to join us at that time. Between now and then you should be able to identify several preliminary ideas which we can test with him and use as guidance in the development of the final response.

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Chief, Support Services Staff

GROUP 1
Excluded from automatic
downgrading and
declassification

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